



MINUTES

March 11, 2009

8:30 a.m. – 10:30 a.m.

Missouri Department of Higher Education

The meeting was called to order at 8:30 a.m. by Janelle Jaegers and Bridget White.

OA Personnel – Chet White, Director of Personnel

Chet mentioned that the House starts markups today and he feels the SHRMC group is important.

He touched base on the stimulus package – OA and some departments are aware that individuals will be hired on a temporary basis with the use of these funds. Under 1 CSR 20-1.040 (2)(K)(5) – agencies should come to the Director of Personnel for unclassified positions with the use of stimulus funds.

The Personnel Advisory Board (PAB) has agreed with the special layoff request. A special session via phone will take place and the PAB will present the case, then a vote will be taken.

OA Personnel is looking at EASE. It is not an adequate system for 2010. So far there have been 77,000 applications online versus 3,000 paper applications. That number is already up 19-20% just in 2009. They are looking to find a better way to sort the applications and will be working on this once session ends.

Chet talked about PERforM and the instructions – is 39% a real issue? This is a control mechanism to get managers and supervisors trained. OA feels they need to back off with the control mechanisms and let the departments run the system.

OA Personnel – Guy Krause

Guy introduced Allan Forbis, Training and Development Manager for the Office of Administration – Division of Personnel.

Allan talked about the Missouri State Employee Recognition Day that will be held on May 29, 2009. Last year there were over 5,000 employees who attended. Allan mentioned the flier will be a payroll stuffer at the end of March and they are waiting to hear back from the Governor's Office on the extra hour for lunch for all employees.

He then talked about the Certified Public Manager Program. They have postponed the kickoff, but will hopefully get it started around September or October.

Training and Development is conducting a Four-Month Pilot Program “My Quick Coach.” This program provides three to seven minute video bytes of various management topics. Those who go thru the program will need to give feedback in the third month. This program also allows users to send video clips to e-mail addresses.

Allan handed out a brochure “Leadership Foundations” to the group. It covers:

- “Live Clicks” Webinars
- Classes
 - “Taking Charge in Challenging Times” with Dr. Alan Zimmerman
 - “Seven Habits of Highly Effective People”
 - “Situational Leadership”

For more information on these trainings and others not listed here, please visit: www.training.oa.mo.gov.

Cara Edgar Wells, from the Office Administration, then talked about HR Compliance Online. It is a special offer of \$1,000/year for five user ids. This program is an online library of over 30 of Thompson’s manuals and reference guides for human resource professionals. Cara asked that anyone who is interested to please contact her.

Guy Krause then discussed the new MCHCP code for layoffs. Also, COBRA should be offered to any individual that is involuntarily terminated. MCHCP will be offering this to those employees.

Guy mentioned a website – Council of State Government’s – that lists budget situations in various states. For those who are interested they can visit: www.csg.org.

There have been several issues of disqualifying applicants. It is in statute that employees with the Department of Mental Health cannot hire back those who have been terminated because of abuse. OA Personnel has contacted various agencies to see what they would like to do, and they will also be in contact about meeting to discuss this topic.

A concern was brought up in regards to social security numbers on SAM II security authorization forms. Since social security numbers have been taken off position description forms, members of the group feel they should also be taken off the SAM II forms.

Also, if any agency has comments on PERforM, please send to Emily Smith with the Office of Administration.

OA Accounting – Libbie Farrell

Libbie talked about the memo that was sent out in regards to the Making Work Pay Credit. The information comes from what employees report on their tax returns. A concern has been brought up with married individuals, one who works for the state, and another who does not. Libbie mentioned there is no feasible way to record this on W-2’s. She stated employees should pay close attention to their March 31st paycheck.

Libbie then talked about non-resident alien workers. They are not subject to Social Security and Medicare. They must provide a copy of their visa status. Currently, non-resident alien employees are not having the proper withholdings deducted from their paychecks. There is

no systematic way in SAM II – HR to track these changes. Libbie asked that agencies identify the number of employees this is affecting and e-mail the information to her.

OA Accounting is working with agencies on the changes to COBRA. They are working on a way to get federal dollars to supply MCHCP, Conservation and MoDOT.

Libbie asked that those agencies planning a reorganization, to please notify her as soon as possible.

Vote on New Chairs

Vicki Glen and Cathy Harris were voted in as new co-chairs. Meetings will be moved to the second Thursday of every month. Please e-mail the new co-chairs with any ideas or topics for future meetings.

The next meeting will be April 9, 2009, location to be announced.

The meeting was adjourned.